

Using search symbols with Showroom Exchange

SYMBOL CHART:

^ NOT	hold [SHIFT] then press '6'
	Prepending the carrot " ^ " symbol to the string being searched, will exclude rows containing the same (or similar – see " * ") string from the result. the other 2 symbols can also be used in combination. e.g.; customers 'not' in California type ^CA in any state field - customer view, reports... this search process applies to all relevant text fields
 AND	hold [SHIFT] then press '\'
	inserting the vertical-bar " " symbol in-between search strings, will include all the strings separated by the vertical-bar in the result. the other 2 symbols asterisk and carrot can be used in combination. e.g.; customers in California and Nevada type CA NA in any state field - customer view, reports... this search process applies to all relevant text fields
* ANY	hold [SHIFT] then press '8'
	inserting the asterisk " * " symbol before and/or after the search strings, acts as a wildcard. e.g.; for customers names beginning with "A" type A* in any customer field this search process applies to all relevant text fields the use of * can be made optional. e.g.; searching for A would imply *A*

MORE EXAMPLES:

1. list all customers with area codes beginning with 323 and 213. on the customer tab in the tel field type:

323*|213*|(323*|(213*

display all customers with telephone numbers beginning with 323, 213, (323 or (213

2. list all customers with in AZ, CA and NV that have never purchased brand/mfr Axe. on the customer tab in the state field type: **AZ|CA|NV** and in the mfr field type: **^Axe**

3. list all customers whose comment field contains BOTH "Axe" and "Bow" the sales team may not have always typed in both values in the same order. i.e.; Axe always inputted 1st or 2nd. consider both cases. the search string is composed 1st look for any entries with Axe preceding Bow (***axe*bow***) and the opposite next (***bow*axe***): ***axe*bow*|*bow*axe***

if the showroom has opted to make ***** optional, then the following 2 search strings will have the same result:

axe*bow|bow*axe

axe*bow*|*bow*axe